

**DORW NOTICE TO THE DISTRICT TO CONDUCT A
FIRST LEVEL REVIEW**

RW 9-4 (9/93)

** Print on DORW Memo*

To: _____

Date: _____

Attention _____

HIGHWAY R/W MATTERS

Appearance

Dist. ____ Co. ____ Rte. ____

EA _____

From: **DEPARTMENT OF TRANSPORTATION**

AR No. _____

Parcel _____

(Owner) _____

Subject: First/Second Level Hearing(s) _____

Attached is correspondence from the owner of the referenced parcel (the attorney representing the owner of the property) in which an appearance is requested in order to oppose adoption of a Resolution of Necessity.

We have advised the correspondent the Resolution has been deferred and will not be considered by the Commission at its _____, 19__ meeting. A date for submittal to the Commission has not been set.

Please initiate the First Level of Review in which the Deputy Director, Right of Way and the District Director, or delegatee, meet with the owner in order to resolve the issues or concerns raised. The results of such meeting shall be included in the draft Appearance Information Sheet, the preparation of which should be commenced as soon as feasible.

You should be aware that subsequent reviews and preparation will undoubtedly result in the delay of this ownership being submitted to the Commission no earlier than its _____, 19__ meeting.

Subsequent to the First Level Review, the draft Appearance Information Sheet should be submitted as soon as feasible to Wally Smith, Project Development, and a copy to G. V. Hood. The results of the First Level Review are a necessary part of the draft Appearance Information Sheet.

If a Second Level of Review by the Condemnation Review Panel is necessary, we may be asking for your help in the securing of a meeting room or other assistance in order to minimize the potential delay in the submission of the Resolution to the Commission.

If you encounter delays in meeting with the owner or the owner's attorney or any other situation causing a delay, I wish to be notified immediately.

G. V. HOOD, Chief
Division of Right of Way

Attachment

bcc: RRemen-CTC
Vacant CTC Liason-Trans Prog
WSmith-Proj Plng & Design - Howe Avenue
GHood
RGolub
OKihm
DMattocks
VChandler
